

## ATTENDANCE POLICY

Attendance and punctuality are mandatory in all sections of this program. This demonstrates commitment to your chosen profession and is also necessary to meet the hourly requirements of the State Department of Public Health.

A student may be failed if:

1. More than 8 theory hours and/or 8 lab hours are missed. All missed content must be made up.
2. He/she is late to theory, lab or clinical more than 3 times total.
3. More than 8 clinical hours are missed- limited opportunities exist for make-up.
4. Failure to show up for clinical without calling is an immediate failure in the program.
5. Failure to show up on time or to be absent for the first day of class will result in being dropped from the class.

A student will be given a verbal warning on their 2nd late arrival. A written counseling memo will be given on the 3rd late arrival. A 4th tardy could result in failure of the course. 1% of punctuality grade may be deducted for the 2nd & 3rd tardies.

All missed hours must be made up. This is a California Department of Public Health regulation.

Instructors' availability to provide lecture is limited; therefore, the opportunity to compensate for missed time is at the Program Director's discretion. 1% deduction of attendance grade or failure in the course may occur if the missed lecture time is not made up.

Students must complete the CA State regulated minimum of 100 clinical hours or will take an incomplete or fail.

All absences must have a valid excuse, i.e., doctor's note, bereavement excuse. The student must contact the instructor by phone text if they will be late or absent.

Questions or concerns regarding this policy should be discussed with the Program Director.

Consideration will be given in extenuating circumstances. It is the student's responsibility to obtain missing information or training.